State of California
CIWMB 209 (New 5/05)

California Integrated Waste Management Board

Compostable Materials Management Technical Assistance
Integrated Best Management Practices Development
Operational Challenges/Concerns Assessment Procedure (OCAP)

SITE NAME AND ADDRESS: _____

_____

_____

_____

FACILITY SWIS NUMBER: _____

FACILITY OWNER/OPERATOR: _____

SITE MANAGER: _____

PURPOSE OF ASSESSMENT (Describe):

1. GENERAL OPERATION DESCRIPTION

Materials on Site: Feedstocks/ Additives/ Amends. (*list or attach*)	Amounts Processed each day:	each year:	Source of Feedstocks/Materials Received (ex. curbside)
Total Amounts:			

Facility Size: _____ acres Operation Type**:** (windrow, static pile, etc.) _____
Which direction are the closest neighbors and distance from the site? N ☐ S ☐ E ☐ W ☐ _____ ft/miles
Has the site experienced encroachment? Yes ☐ No ☐ Wind Direction? N ☐ S ☐ E ☐ W ☐ _____
Are there other nearby sources of odors? Yes ☐ No ☐ What are they? _____
Weather Monitoring: _____ Odor Controls: _____
Site Supervision: Manager on Site Yes ☐ No ☐ Trained Personnel: Yes ☐ No ☐

2. OPERATION AREA

Is there sufficient area for unloading and stockpiling? Yes ☐ No ☐
Is there sufficient area between and around existing piles? Yes ☐ No ☐
If there were a fire would there be sufficient space to spread out piles? Yes ☐ No ☐
Is there access to all parts of the facility? Yes ☐ No ☐
Please explain any "no" response: _____

3 OPERATIONAL CAPACITY (THRU-PUT):

Does material appear to be stockpiled for excessive amounts of time? Yes ☐ No ☐
Does the facility appear to have insufficient equipment? Yes ☐ No ☐
Please explain any "yes" response: _____

4. MATERIAL HANDLING PROCESS (BY PROCESSING STEP)

4A. FEEDSTOCK RECEIPT, STORAGE, PROCESSING AND EQUIPMENT

Does the Facility have a scale? Yes ☐ No ☐ Are all loads weighed? Yes ☐ No ☐
Obvious odors from incoming material? Yes ☐ No ☐
Level of contamination in incoming material? (approximate) _____
Types of Contaminants? _____

How are contaminants identified and removed? _____
Condition of material? _____
Is material below temperature threshold (122 F) when received? Yes ☐ No ☐ Don't Know ☐
Are some or all feedstocks stockpiled? Yes ☐ No ☐ Approx. Storage time?_____
Are there obvious odors from the material processing area? Yes ☐ No ☐
Is the working surface in good condition? Yes ☐ No ☐
Does all material get processed in one day? Yes ☐ No ☐ If not, average time before processing _____
Is the equipment is good working condition? Yes ☐ No ☐
Are there adequate staffing and equipment? Yes ☐ No ☐
Is there redundant equipment? Yes ☐ No ☐
List of Equipment: (*or attach the list*) _____

4B. ADDITIVES AND/OR AMENDMENTS RECEIPT AND STORAGE

Is material below temperature threshold (122 F) when received? Yes ☐ No ☐ Don't Know ☐
Are there bulking agents? Yes ☐ No ☐ Adequate bulking agent storage? Yes ☐ No ☐
Types of bulking materials(*or attach list)* _____

4C. COMPOSTING PROCESS DESCRIPTION (Pile formation and agitation)

How are piles formed? _____
What are the pile dimensions (height & geometry)? _____
How much material is on site? _____ Approx. time for the compost process? _____
Are there obvious odors from the windrows/piles? Yes ☐ No ☐
Is there visible standing water? Yes ☐ No ☐
Are there visible ruts or damage due to over-watering? Yes ☐ No ☐
Is there evidence of inefficient watering? Yes ☐ No ☐
What is the approx. % moisture in the piles? _____%
How and when is moisture added?_____
Where is the water source? _____
Are piles consistently mixed? Yes ☐ No ☐ What is the mixing schedule? _____
What are the temperatures in the piles? _____Any evidence of fires? Yes ☐ No ☐
Do the temperature records show any problems? Yes ☐No ☐
Is the porosity (airflow) & oxygen adequate? Yes ☐ No ☐ Enough porosity (airflow)? Yes ☐ No ☐
Do the piles have adequate agitation/turning/aeration? Yes ☐ No ☐
What is the sampling method and frequency?_____
Do the sampling records show excessive pathogens? Yes ☐No ☐ Metals? Yes ☐No ☐

4D CURING AND FINISHING and PRODUCT STORAGE AND TRANSPORT

Are the piles screened? Yes No How is product screened?_____
Are there obvious odors from screening operations? Yes ☐No ☐
What is the pile size and geometry?_____ Is it adequate? Yes ☐No ☐
What is the retention time? _____ How is maturity determined? _____
How are contaminants handled? _____
Is finished compost stored separately from new incoming feedstocks? Yes ☐No ☐
Is the finished compost stockpiled? Yes ☐No ☐ Approx.☐
Total time from feedstock receipt to product _____
Is the final product sampled? Yes ☐No ☐ Do the sampling results show any problems? Yes ☐No ☐
When loading out the final product, is there off-site dust? Yes ☐No ☐ Material Spillage? Yes ☐No ☐

LIST SITE OBSERVATIONS & RECOMMENDATIONS ON SIDE TWO OF THE PRE-ASSESSMENT FORM